

HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK
DEPARTMENT OF FILM and MEDIA STUDIES

DEPARTMENT BY-LAWS
11/12/03

I. NAME

The name of the Department is the DEPARTMENT OF FILM AND MEDIA STUDIES of Hunter College of the City University of New York.

II. VOTING MEMBERS

- A. All members of the instructional staff on tenure-bearing lines.
- B. Full-time lecturers and instructors, and part-time lecturers who have completed two consecutive semesters of service, may vote on all matters except those matters on which voting is reserved by the Bylaws of the CUNY Board of Trustees to members of faculty rank. (See CUNY Board of Trustees By-laws article VIII, section 8.1 and 8.2 for description of faculty rank.)
- C. Three students, one from Film, one from Media Studies and one from the Graduate Program, may vote on all matters except those specified in section II.A. Students will be elected during the Majors meetings (held day and evening).

III. OFFICERS AND DUTIES

The officers of the Department shall be a Chairperson, Senate Representatives and a Secretary-Treasurer.

- A. The Chairperson shall be elected as directed by the CUNY Board of Trustees Bylaws with duties specified therein.
- B. The Hunter College Senate Representatives shall be elected as defined by the Charter for A Governance of Hunter College (Article IV.).
- C. The Secretary-Treasurer shall be elected annually by the voting members of the Department. The duties of office shall include: preparing the minutes of each meeting for distribution to the members within four weeks after each meeting, collecting and disbursing funds voted by the Department, and making periodic reports of such collections and disbursals.

IV. COMMITTEES

- A. Personnel and Budget Committee
Four elected members, two from Film and two from Media Studies, plus the elected chair of the Department shall serve for three years as determined by the CUNY Board of Trustees.

B. Undergraduate Policy and Curriculum Committee

1. Membership

The Committee shall have four full-time faculty members, two from Film and two from Media Studies and two majors, one from Film and one from Media Studies.

a. The Committee shall elect by secret ballot one of its members to serve as a Chairperson. In the event of failure to elect after three rounds of balloting, one of the Policy and Curriculum Committee members shall be elected by the voting members of the Department as stipulated in section II A.

b. The faculty representatives shall be elected as specified in section II A.

c. The student representatives shall be elected by the majors at the Majors meetings (held day and evening).

2. Term of Office

The faculty representatives shall serve for staggered two-year terms. Unanticipated vacancies shall be filled by election to complete that term.

3. Duties

The Committee shall be responsible for:

a. discussing and proposing action on matters brought to the committee by faculty, staff and students;

b. reviewing and recommending new courses and course changes, new programs and program changes;

c. establishing standards for independent study projects, honors projects, internships and making disposition of honors projects and applications;

d. establishing criteria for and selecting students to receive departmental honors;

e. overseeing department listings in each new edition of the college catalogue;

f. reporting periodically to faculty advisors all curricular and program changes;

g. reporting Policy and Curriculum actions at department meetings when relevant;

h. reviewing departmental governance and initiating proposals deemed necessary.

C. Representative to the Curriculum Committee of the School of Arts and Sciences.

One faculty member who will represent the department in both undergraduate and graduate curriculum matters shall be elected to serve for one year.

D. Graduate Committee

1. Membership

The director of the M.F.A. program and the graduate committee will be elected by a majority vote of full-time faculty. The graduate committee will consist of the M.F.A. director, four full-time faculty members and two graduate student members, elected from their ranks.

2. Term of Office

The director of the M.F.A. program shall be elected for a three year period. The faculty representatives shall serve for staggered two-year terms. Student representatives shall serve for one year terms. Unanticipated vacancies shall be filled by election to complete that term.

3. Duties

The Committee shall be responsible for:

- a. discussing and proposing action on matters brought to the committee by faculty, staff and students;
- b. reviewing and recommending new courses and course changes, new programs and new program changes;
- c. establishing standards for independent study projects, honors projects and internship applications;
- d. recommending new admission procedures and standards, reviewing applications in conjunction with other members of the graduate faculty (with the exception of the student members of the committee);
- e. overseeing the text in each new edition of the Graduate college catalogue;
- f. reviewing the adequacy of departmental governance and initiating proposals deemed necessary;
- g. reporting Graduate Committee actions at staff meetings when relevant.

E. Teacher Evaluation Committee

1. Membership

Two students elected by the undergraduate majors from their ranks; one student elected by the graduate students from their rank. One member of the faculty and an alternate appointed by the Chair.

2. Duties

This committee shall be responsible for preparing the departmental questionnaire in consonance with guidance from the Senate Committee on the Evaluation of Teaching, determining the procedures for its administration, reporting the results to the Chair, and to carry out all other functions envisaged by the *Charter for a Governance of Hunter College*.

F. Library Committee

Two members shall be elected, one from Film and one from Media to serve for two years. These representatives shall evaluate the library holdings in their respective fields, and evaluate requests for purchases and replacements submitted by the faculty. The department shall be informed of needs and purchases.

V. ADVISING

- A. Undergraduate Advising
Undergraduate advising shall be carried out by area advisors designated by the chair.
- B. Graduate Advising
Graduate advising shall be the responsibility of the Graduate director.

VI. 1. MEETINGS

- A. There shall be at least two regular meetings each term.
- B. During the first full week in May, the Department will meet and hold elections for all vacant offices;
- C. In years marking the end of a Departmental triennium, the meeting of the first full week in May shall additionally consist of:
1. triennial elections of the Department Chairperson; and,
 2. triennial elections of Personal and Budget Committee members.
- D. Special meetings may be called at the discretion of the Chairperson, or upon written request of any three full-time faculty members of the Department. All Department members must be notified in writing seven days in advance of any such meeting.

2. RULES OF ORDER

- A. The Presiding officer at all meetings of the Department shall be the Chair. In the absence of the Chair (or Deputy Chair, if applicable), a presiding officer shall be elected by the voting members of the department.
- B. A quorum shall consist of the majority of the voting members of the department (unless otherwise specified in the bylaws.)
- C. The Chair may appoint one of the voting members of the Department to act as parliamentarian. Except where it conflicts with these By-laws, the last edition of Roberts *Rules of Order* shall be followed at all meetings.
- D. The *By-laws of the CUNY Board of Trustees* or the *Charter for a Governance of Hunter College*, as appropriate, shall supersede any departmental by-laws where inconsistencies exist.

VII. AMENDMENTS

These By-laws may be amended by a 2/3 vote of the faculty members of the Department eligible to vote as specified in section II.A., present and voting at any meeting of the department, provided that written notice of a proposed amendment has been sent to each member of the Department one week prior to the meeting.